

(date)

From: Division Captain, Div  
To:

Subj: Appointment as Division Member Training Staff Officer

1. In accordance with the applicable provisions of the U. S. Coast Guard Auxiliary Manual, COMDTINST M16790.1 (Series), I hereby appoint you as the Division Member Training Staff Officer for the calendar year 200\_\_.
2. Your duties and responsibilities, consistent with the provisions of the Auxiliary Manual, are as follows:
  - a. Exercise staff responsibility and supervision over all matters pertaining to the Division's Member Training Program, and keep the Division Board informed of all developments in the program.
  - b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
  - c. Maintain close liaison with the District and Flotilla Member Training Staff Officers in order to implement the member training programs established for nationwide, District-wide or Division use and to encourage increased activity and maintenance of uniformly high standards.
  - d. Coordinate and cooperate with the SO-VE and SO-PE to encourage more vessel examiner and instructor training. Coordinate with the SO-OP to ensure that all boat crew and air operations training is performed under Coast Guard patrol orders.
  - e. Foster an interest in enrolling and completing the Administrative Procedures, AUXLEA and Auxiliary Specialty Courses.
  - f. Forward to the FSOs-MT such methods, training aids, course materials, or other educational tools provided by National or the District or developed within other Flotillas which may have Division-wide application. Provide the DSO-MT with all such items developed within the Division.
  - g. Maintain such records as may be required to effectively discharge your responsibilities.
  - h. Immediate supervisory responsibility for your office is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division's Member Training Program is effectively administered.
  - i. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.
  - j. Additional duties of your office include, but are not limited to, the attached.
3. I am pleased to have you as a member of my staff.

## SUGGESTED ADDITIONAL DIVISION MEMBER TRAINING STAFF OFFICER DUTIES

Attend all meetings of the Division. Give the Vice Captain prior notice when such attendance is not possible.

Whenever possible, attend District Board Meetings held in your area.

Be prepared to assist with any workshops and training sessions planned by the Flotillas, particularly those for the training of elected and staff officers.

Be familiar with the contents of all the various publications that pertain to member training.

Take positive steps to ensure that the FSOs-MT in your Division are well trained. Conduct whatever workshops and/or training program(s) may be necessary to ensure that District and Division policy is followed in your program.

Initiate and maintain contact with the DSO-MT.

Be alert for any reports on problems with supplies from the National Supply Center that affect your area of responsibility. Bring these matters to the attention of the VCP and/or DCP.

Establish Member Training goals and objectives for your Division along with the necessary plans required to achieve your goals. You should develop goals that are measurable and maintain periodic review of the progress toward them. Report progress to the Division Board at each meeting. A comparison should be made with last year's progress.

As a Division Staff Officer, you are a direct representative of the Division Captain, and as such, you are directed to visit and communicate with the various Flotillas as may be required to assist them. As a courtesy, prior coordination of any visits to the units will be made with the applicable FCs.

Prepare regular mailings to the Flotilla Member Training Staff Officers. The frequency of such mailing is to be that required to pass down all information received from the District Member Training Staff Officer. A mailing should also be sent as an introduction, prior to the start of the year, with any directions, procedures and reminders that may be necessary to start new FSOs-MT off in the right direction. The purpose of these mailings is to ensure that communication down to the Flotilla level is maintained. When appropriate, copies will be provided to the DSO-MT and to the Division Board.

Prepare one or more articles for each issue of the Division Publication, to pass information of a general nature or of widespread interest down to Flotilla members within the Division.

With cooperation from the SO-IS, review the appropriate AUXMIS data, at least quarterly, to track the progress of the Division's Member Training Program. When a weakness is observed within a Flotilla, correspond with the appropriate staff officer. Request advice on the nature of the problem and offer assistance. When appropriate, prepare correspondence for the DCP or VCP to use in requesting information from the Flotilla Commander on the perceived problems.

Refrain from requesting information and data from the Flotilla staff officers that is collected by, and available from, AUXMIS. Such requests are counterproductive, as they turn the staff officers' attention away from their primary tasks to that of duplicate data collection.

Encourage and oversee an aggressive basic qualification program for prospective members. This program should not be considered complete until the member has completed the BQ portion AND the Administrative Procedures Course.

Encourage and oversee the use of the AUXLEA Training Course. The goal should be to have all Elected Officers complete the course before or shortly after their elections.

Encourage and oversee a viable, ongoing, Division Boat Crew Training and Qualification Program. Coordinate with the SO-OP to conduct Boat Crew Training and Qualification events at the Division Level when required to enhance the overall program. When required to meet Flotilla needs for QEs, establish a plan to ensure maximum utilization of the QEs available to perform qualification within the Division. Seek assistance from the Area QE Coordinator when required.

Encourage and oversee a viable Specialty Course Training Program. Assist, as required, with the conduct of Division Specialty Courses. Strive to attain new AUXOPs in each Flotilla every year.

Coordinate with the Division Operations and Communications Staff Officers to ensure that proper Air/Surface/Comms training is conducted so as to obtain effective utilization of all Flotilla facilities. Ensure such training is performed under Coast Guard Patrol orders.

In coordination with the Division Member Resources Staff Officer, encourage a continuous program to retain the interest of members through training activities to the end that all Auxiliaries will seek a higher level of knowledge in subjects relating to marine safety and other areas. Promote the presentation of "informal" member training sessions at each and every Flotilla meeting, utilizing In-Flotilla Training Topics, COMDTINST M16794.10 or other such material as may be appropriate.

Serve as the custodian of the Division material used for Member Training. This includes projection equipment, slides, tapes and movies.

Serve as the custodian of all member training examination material issued to the Division. Establish and oversee a system for administering and grading member training exams taken by members of the Division.

Report in writing, at each Division Board meeting, on the progress in the field of member training and on the status of the Division's Member Training Program.

Copies of all correspondence from you, when appropriate, are to be provided to the DCP, VCP, and applicable DSOs (for matters concerning their particular area).